

**Ogden Farmers' Library**  
**Board of Trustees Meeting**

Agenda April 16th, 2026 at 6:30pm in the Library meeting room

1. Call to Order / Agenda Changes **(ACTION REQUIRED)**
2. Action on Minutes **(ACTION REQUIRED)**
3. Public Comments - rules: Remarks are limited to 3 minutes. Remarks must be addressed to the entire board.  
Remarks must contain no personal attacks. The board does not respond during the comments section.
4. Correspondence
5. Friends Report: Vice-President Tague
6. President's report: President Hinkley
7. Treasurer's Report: Treasurer Messoloras **(ACTION REQUIRED)**
8. Director's Report (with Librarians' reports)
  - a. Personnel Report **(ACTION REQUIRED if changes)**
9. Unfinished Business
  - a. Policy review – Board Bylaws **(ACTION REQUESTED)**
10. New Business
11. Public comments – rules as above
12. Executive session if needed
13. Motion to Adjourn **(ACTION REQUIRED)**

**Upcoming meetings:**

**Board of Trustees Meeting will be Thursday, May 21st, 2026 at 6:30pm in the library meeting room.**

## Library Jargon at-a-glance

**ALA:** American Library Association, advocates and lobbyists for the library industry.

**AV:** Audio-visual material, non-book materials such as video and audio cassettes, DVDs, CD-ROMs, CDs, records and slides.

**CARL:** Our Integrated Library System (See ILS)

**Catalog:** A listing of all the materials a library holds (sometimes called OPAC).

**CIPA:** Children's Internet Protection Act: A law that aims to protect children from pornographic sites. Library funding can be tied in to compliance.

**Database:** An electronic collection of data that can be searched in a systematic way.

**Dewey Decimal system:** The system of classifying library materials used in our library. The system allows books on a similar subject matter to be shelved near to each other, so that you can browse the collection according to your interests or needs.

**ILL:** Interlibrary Loan service which allows the Library to borrow or obtain items from other libraries.

**ILS:** Integrated Library System – the computer software that allows us to check in, renew, etc.

**ISBN:** International Standard Book Number. Books published since 1969 have one of these unique identifying numbers.

**Journal:** A print or electronic information source that is published at regular intervals under the same title. Sometimes journals may also be known as serials/ periodicals/ magazines.

**MARC:** The accepted standard for library records on computers.

**Metadata:** Data about data.

**MLS:** Masters in Library Science degree. The degree that one earns to be a librarian.

**NYLA:** New York Library Association.

**OCLC:** Online Computer Library Center. A library cooperative dedicated to providing access to information. They operate WorldCat.

**OPAC:** Stands for 'Online Public Access Catalog', how the public accesses our catalog.

**RRLC:** Rochester Regional Library Council – a cooperative of all libraries of all types in the Rochester area.

**WorldCat:** A catalog of library holdings around the world.

**Ogden Farmers' Library**  
**Board of Trustees Meeting**

Agenda March 19th, 2026, at 6:30 p.m. in the Library meeting room

1. Call to Order / Agenda Changes **(ACTION REQUIRED)**
  - a. Alex called the meeting to order at 6:30 p.m.
  - b. Item 10b was added as an agenda change.
2. Action on Minutes **(ACTION REQUIRED)**
  - a. In Item 2c, "meet" was changed to "meeting"
  - b. In Item 2d, "October 16" was changed to "November 20"
  - c. MOTION to accept meeting minutes of February 19 as amended by Laura, seconded by Linda, approved unanimously.
3. Public Comments - rules: Remarks are limited to 3 minutes. Remarks must be addressed to the entire board. Remarks must contain no personal attacks. The board does not respond during the comments section.
  - a. None
4. Correspondence
  - a. John received a "thank you" note but didn't have particulars to share.
5. Friends Report: Vice-President Tague
  - a. Find report in packet; nothing additional.
6. President's report: President Hinkley
  - a. None
7. Treasurer's Report: Treasurer Messoloras **(ACTION REQUIRED)**
  - a. Balance sheet shows total assets at \$1.2 million.
  - b. Still trending on track with last year
  - c. John will adjust numbers in QuickBooks so the budget will balance out to zero as it should
  - d. MOTION to approve warrant made by Kathleen, seconded by Laura, approved unanimously
8. Director's Report (with Librarians' reports)
  - a. Personnel Report **(ACTION REQUIRED if changes)**
    - i. Discussion of door count, circulation, and program numbers
    - ii. Discussion of application for Ralph Wilson grant for rural libraries in Western NY and Detroit area; time to prepare was short this year, so will look into it for this year and possibly be better prepared for next year.
    - iii. Watch for invite for MCLS Legislative Breakfast

- iv. Long-range plan: TAB contributed ideas from their monthly meeting; three upcoming public sessions
- v. Lockdown-capable doors being installed throughout building; locks and training upcoming
- vi. Discussed two clerk resignations

9. Unfinished Business

- a. Policy review – Board Bylaws **(ACTION REQUESTED)**
  - i. Discussion on bylaws this month, with vote next month.
  - ii. Changes made: John updated mission statement to current version; to Subsections D(a) and D(d) regarding lack of quorum; to Subsection H(f) regarding majority for quorum; to Subsection D(h) to remove the word “competent” and capitalize “Trustees;” to Subsection C(iii) to remove “ensure” and to Subsection I(b) to capitalize “Board”
  - iii. No action needed; investigation needed into whether quorum is counted based on all *filled* seats or on *total* seats if Board is at full capacity

10. New Business

- a. No-shows by patrons at scheduled times: There has been an increase in people signing up for events, one-on-one tutoring sessions, and meeting room reservations and then failing to show up for their scheduled time. John is looking into possible remedies, including soliciting suggestions from staff.
- b. The library is required to have a disaster policy by the end of the calendar year; John is working on this and it will be forthcoming.

11. Public comments – rules as above

- a. None

12. Executive session if needed

- a. None

13. Motion to Adjourn **(ACTION REQUIRED)**

- a. MOTION to adjourn made by Linda, seconded by Kathleen, approved unanimously at 6:59 p.m.

**Upcoming meetings:**

**Board of Trustees Meeting will be Thursday, April 16th, 2026, at 6:30 p.m. in the library meeting room.**

## Friends Liaison Report for April 16, 2026

When the Friends meet later this month they will consider the following items:

1. Will the Friends and/or Library staff March in the Firemen's parade again?
2. Should they offer Blind Date with a Book books at Canal Days as a small fund raiser? They could target the new tables for the meeting room that John is planning to purchase. (The tables will be funded by the Friends.)
3. Vice President and book sale coordinator Marsha Pulhamus will guide them through any book sale impacts, including setting prices for the fall sale, scheduling, etc.
4. President Paula Yandow-Reilly may ask about having a membership drive for the Friends at some point this year to raise awareness and maybe attract some new members. A while ago the Friends were attending library programs to give a plug for the Friends and may want to revisit that as a way to do this.

Thank you to Paula for providing this information.

The next meeting of the Friends will be on Monday, April 20, 2026, at 6:30 p.m. in the library meeting room.

Linda Tague

Warrant March 2026
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Type	Date	Num	Name	Memo	Amount
					-
Bill Pmt -	03/10/202	2161			20,293.8
Check	6	7	Bene-Care, Inc.	Medical benefits	5
Bill Pmt -	03/10/202	2161			
Check	6	8	Blackstone Publishing	Audiobooks	-150.00
Bill Pmt -	03/10/202	2161			
Check	6	9	Brodart Company	Library supplies	-104.86
Bill Pmt -	03/10/202	2162			
Check	6	0	Frontier - Telephone	Fax line	-76.58
Bill Pmt -	03/10/202	2162	Genesee Region Orchid		
Check	6	1	Society	Program	-50.00
Bill Pmt -	03/10/202	2162			
Check	6	2	Hartford Insurance	Workers Comp insurance	-2,034.00
Bill Pmt -	03/10/202	2162			
Check	6	3	Hoopla	Ebooks	-1,292.73
Bill Pmt -	03/10/202	2162			
Check	6	4	Ingram	Books	-2,483.86
Bill Pmt -	03/10/202	2162			
Check	6	5	Kanopy, Inc.	Ebooks	-99.00
Bill Pmt -	03/10/202	2162			
Check	6	6	Kapco	Library supplies	-126.40
Bill Pmt -	03/10/202	2162			
Check	6	7	Midwest Tape	CDs and DVDs	-196.44
Bill Pmt -	03/10/202	2162			
Check	6	8	Quill Corporation	Office supplies	-51.18
Bill Pmt -	03/10/202	2162			
Check	6	9	Sarah Trowbridge	Book keeping	-90.00
Bill Pmt -	03/10/202	2163			
Check	6	0	Sports Illustrated Kids	Periodical	-26.95
Bill Pmt -	03/10/202	2163	Today's Business Solutions,		
Check	6	1	Inc.	Software (wireless printing)	-445.00
Bill Pmt -	03/10/202	2163			
Check	6	2	Toshiba Business Solutions	Copier expense	-51.08
Bill Pmt -	03/10/202	2163			
Check	6	3	United States Treasury	Unpaid taxes	-7,586.02
					-
General	03/13/202				14,203.3
Journal	6			1. Checks EFT for paycheck date	2
General	03/13/202				
Journal	6			2. Payroll taxes EFT for paycheck date	-4,645.72
General	03/13/202			1. Checks EFT for paycheck date - Paper	
Journal	6			Checks	-266.77
	03/13/202				
Check	6		Asure Payroll		-144.92
Bill Pmt -	03/25/202	2163			
Check	6	5	Blackstone Publishing	Audiobooks	-29.59
Bill Pmt -	03/25/202	2163			
Check	6	6	Executive Carpet Cleaning	Carpet cleaning	-250.00

Bill Pmt -	03/25/202	2163			
Check	6	7	Frontier - Telephone	Fax line	-72.52
Bill Pmt -	03/25/202	2163			
Check	6	8	Hartford Insurance	D&O insurance	-6,474.56
Bill Pmt -	03/25/202	2163			
Check	6	9	Ingram	Books	-922.87
Bill Pmt -	03/25/202	2164			
Check	6	0	Midwest Tape	CDs and DVDs	-192.67
Bill Pmt -	03/25/202	2164			
Check	6	1	Quill Corporation	Office supplies	-441.04
Bill Pmt -	03/25/202	2164			
Check	6	2	Sarah Trowbridge	Book keeping	-120.00
Bill Pmt -	03/25/202	2164			
Check	6	3	Toshiba Business Solutions	Copier expenses	-257.09
Bill Pmt -	03/27/202	2164			
Check	6	4	Lee Cooney	Medical not direct deposited	-250.00
					-
					<b>63,429.0</b>
					<b><u>2</u></b>

**TOTAL**  
**L**

Credit Card Transactions for March 2026

Central Bill

'0571966350836444

Account Name/Masked Account Number	Tran Date	Reference Number	Merchant Description	Amount
JOHN COHEN-*3258	3/18/2026	Insurance	TRAVELERS BOND RICHMOND VA	1483
LEE COONEY-*2418	2/27/2026	Programs	BJS WHOLESALE #0075 WEBSTER NY	10.25
LEE COONEY-*2418	3/10/2026	Programs	COLLABORATIVE SUMMER L MANHATTAN KS	259.59
LEE COONEY-*2418	3/26/2026	Programs	SQ *KONA ICE OF GENESE Rochester NY	675.01
LEE COONEY-*2418	3/27/2026	Programs	BJS WHOLESALE #0075 WEBSTER NY	30.97
OFL AMAZON-*6722	3/1/2026	Office supplies	AMAZON MKTPL*B906F0VA0 SEATTLE WA	98.28
OFL AMAZON-*6722	3/3/2026	Programs	Amazon.com*B93X902N0 SEATTLE WA	12.97
OFL AMAZON-*6722	3/4/2026	Programs	AMAZON MKTPL*BE3LM2P61 SEATTLE WA	15.99
OFL AMAZON-*6722	3/5/2026	Office supplies	AMAZON MKTPL*BE7NV9HR1 SEATTLE WA	38.03
OFL AMAZON-*6722	3/5/2026	Programs	AMAZON MKTPL*BP5172GA2 SEATTLE WA	39.62
OFL AMAZON-*6722	3/5/2026	Office supplies	AMAZON MKTPL*BE05Y9ZH0 SEATTLE WA	32.99
OFL AMAZON-*6722	3/6/2026	Office supplies	AMAZON MKTPL*BE32601X0 SEATTLE WA	59.16
OFL AMAZON-*6722	3/8/2026	Programs	AMAZON MKTPL*BP59M7R22 SEATTLE WA	15.18
OFL AMAZON-*6722	3/9/2026	Programs	AMAZON MKTPL*BE9WJ2KC0 SEATTLE WA	107.05
OFL AMAZON-*6722	3/9/2026	Programs	Amazon.com*BD7325FV2 SEATTLE WA	19.78
OFL AMAZON-*6722	3/9/2026	Programs	Amazon.com*BD10K9FU2 SEATTLE WA	134.95
OFL AMAZON-*6722	3/10/2026	Programs	AMAZON MKTPL*BP9KD7XK1 SEATTLE WA	11.99
OFL AMAZON-*6722	3/12/2026	Office supplies	AMAZON MKTPL*BD1BC0BY2 SEATTLE WA	3.2
OFL AMAZON-*6722	3/12/2026	Office supplies	Amazon.com*BD83R6B92 SEATTLE WA	7.97
OFL AMAZON-*6722	3/13/2026	Programs	AMAZON MKTPL*BD9QU9D02 SEATTLE WA	27.99
OFL AMAZON-*6722	3/14/2026	Library supplies	AMAZON MKTPL*BP51G9V60 SEATTLE WA	69.59
OFL AMAZON-*6722	3/14/2026	Library supplies	AMAZON MKTPL*BD3O37IR2 SEATTLE WA	15.99
OFL AMAZON-*6722	3/14/2026	Office supplies	AMAZON MKTPL*BD8FV6Y02 SEATTLE WA	22.31
OFL AMAZON-*6722	3/16/2026	Programs	AMAZON MKTPL*BP73S77U0 SEATTLE WA	60.62
OFL AMAZON-*6722	3/16/2026	Office supplies	AMAZON MKTPL*BP66W8990 SEATTLE WA	52.96

OFL AMAZON-*6722	3/19/2026	Office supplies	Amazon.com*B57OC3KP2	SEATTLE	WA	28.99
OFL AMAZON-*6722	3/20/2026	Programs	AMAZON MKTPL*BD8MU92E1	SEATTLE	WA	17.23
OFL AMAZON-*6722	3/20/2026	Programs	AMAZON MKTPL*BD1TM1K31	SEATTLE	WA	66.41
OFL AMAZON-*6722	3/21/2026	Programs	AMAZON MKTPL*BD24F1G90	SEATTLE	WA	40.22
OFL AMAZON-*6722	3/23/2026	Programs	AMAZON MKTPL*BD0YK47H0	SEATTLE	WA	10.99
OFL AMAZON-*6722	3/23/2026	Programs	AMAZON MKTPL*BG21L9G82	SEATTLE	WA	15.99
OFL AMAZON-*6722	3/24/2026	Office supplies	Amazon.com*BG4LV0HZ2	SEATTLE	WA	23.99
OFL AMAZON-*6722	3/24/2026	Programs	AMAZON MKTPL*B534M3071	SEATTLE	WA	58.52
OFL AMAZON-*6722	3/24/2026	Office supplies	AMAZON MKTPL*B56U79CB0	SEATTLE	WA	85.84
OFL AMAZON-*6722	3/25/2026	Prime reneal	B2B Prime*BG9U71S02	SEATTLE	WA	139.32
OFL AMAZON-*6722	3/27/2026	Programs	Amazon.com*BC96L5CB2	SEATTLE	WA	7.24
OFL AMAZON-*6722	3/28/2026	Programs	Amazon.com*B594Y1RN1	SEATTLE	WA	1.98
OFL AMAZON-*6722	3/30/2026	Programs	AMAZON MKTPL*BC7IS2HF2	SEATTLE	WA	77.82
PETER OWENS-*1174	2/26/2026	Technology	THE HOME DEPOT #1278	GATES	NY	53.98
SOPHIA SACCENTE-*2917	2/28/2026	Programs	ASIA FOOD MARKET-ROCHE	ROCHESTER	NY	41.48
SOPHIA SACCENTE-*2917	3/4/2026	Programs	WM SUPERCENTER #3607	ALBION	NY	4.24
SOPHIA SACCENTE-*2917	3/6/2026	Books	BOOKDEPOT	9056807230	NY	117.08
SOPHIA SACCENTE-*2917	3/10/2026	Ebooks	OVERDRIVE DIST	2165736886	OH	865.15
SOPHIA SACCENTE-*2917	3/29/2026	Programs	WAL-MART #3607	ALBION	NY	42.84
KATE VREELAND-*8334	3/27/2026	Book	GARDEN GATE	BOULDER	CO	20

## Statistics March 2026

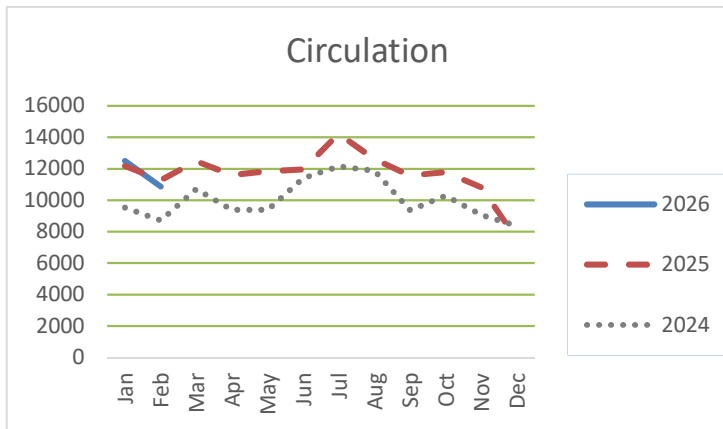
To be added

Ebooks:

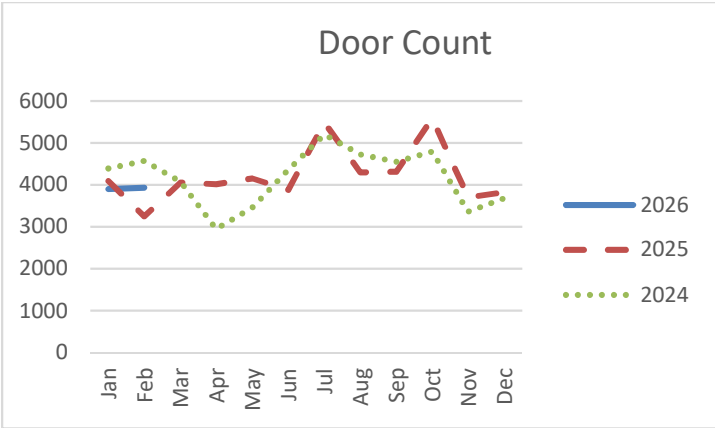
- January: 2576
- February: 2134
- March:
- April:
- May:
- June:
- July:
- August:
- September:
- October:
- November:
- December:

## Statistical Graphs

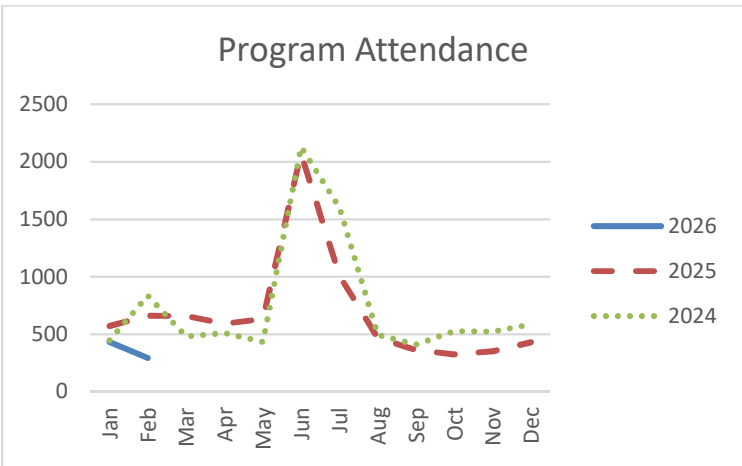
Circulation



Door count



### Program Attendance



## **Director's Report April 2026**

**Collection:** nothing to report

**Facilities:** nothing to report

**Financial:**

- I submitted our annual audit to the workers comp company, resulting in an adjustment (increase) to our premium.

**Friends:** nothing to report

**Management:** nothing to report

**Outreach:** nothing to report

**Personnel:**

- We held our annual volunteer recognition event on Friday the 10<sup>th</sup>.
- I have been interviewing to fill the open clerk positions.

**Public:** nothing to report

**Security:**

- Various libraries around the system have been getting phone calls with inappropriate behavior from anonymous numbers. We are working on a solution, but its difficult.

**System:**

- The proposed budget from MCLS increases cost shares by 5%. This is rough, but in the end, their costs are going up too.
- We are part of a system-wide bid to the small libraries grant.

**Technology:** nothing to report

**Other:** nothing to report

## **Personnel Report April 2026:**

No changes to personnel.

Lee's report

## Ogden Farmers' Library Board Report – April 2026

Greetings, Members of the Board of Trustees! March started off a bit slow due to the middle school play. Many of my teens are involved in theater, as both actors and stage crew, so they were very busy at the beginning of the month. My first program in March, Donuts and Writing Club, focused on creating creatures for fantasy stories, a topic that was requested by the teens. I only had two people in attendance, however, because of the play. I ran a session of Cryptid Creeks during my Saturday this month, which is a spooky RPG focused on solving mysteries in a small town. These kinds of programs are usually popular and I had a full program with 6 teens attending. Almost everyone was able to make it to the Teen Advisory Board despite meeting a week earlier than normal and we focused on planning summer reading. We talked a lot about what prizes they want and the kinds of programs they want the library to run. I hope to make some final decisions on these topics next month so that we can start planning programs!

My first program after Frozen Jr. ended was a Japanese Snack Taste Test. I saw a lot of my regular teens return to the library for this program and had a larger group, with 8 teens attending. At this program we tried a bunch of different snacks from Japan and learned some facts about each snack. For example, are there over 400 different flavors of KitKats available in Japan! The teens expressed on the survey I handed out in January that they were interested in attending jewelry making programs, so this month I ran a Shrinky Dink Jewelry event. Participants used shrinky dink paper to create designs and then shrunk them really small in our toaster ovens, then turned them into earrings, necklaces, and keychains. I had 8 teenagers come to this program. My first event for spring break was a Paint and Plant event, where participants painted plant pots and then planted spring seeds. This event was planned by the TAB and was very popular! I had 11 teenagers come to this event. Lee and I also collaborated to run a Perler Bead sorting event during spring break. This was a mix between a traditional program and a volunteer opportunity. During this event, teen volunteers sorted Lee's perler beads while watching a movie. I had 5 people come to this event, almost all of them first time volunteers.

This month's take and make was a small constellation embroidery kit that teaches the teens two basic stitches so that they can embroider a simple constellation pattern. By the end of the month, all 12 kits had been taken. March Madness is still running and will end in early April. Lee and I are also working together to plan school visits to the elementary schools to talk about summer reading. I will be presenting to just the current fifth graders. Last year I created a summer reading video for middle and high school, which I plan to do again this year. I hope to get that video done and ready to send to the schools by early May.

Next month:

- I will be setting up a poetry creation station in teen section to celebrate National Poetry Month
- April's take and make is a popsicle stick picture frame that can be gifted for Mother's Day. This was an idea suggested by the Teen Advisory Board.

- The Great Library Bake Off is a dessert competition that will be happening during spring break. This was also planned by the Teen Advisory Board
- Donuts and Writing Club will be focused on writing a murder mystery. This was very popular last year, so I am running it again!
- Monroe County Paranormal Investigations is coming back to give their Spirits of Union Tavern presentation, a talk focusing on all the ghostly experiences they have had at Union Tavern.
- We will be creating a Pressed Flowers Jars craft to celebrate Earth Day. We will decorate jars with flowers and then fill the jars with wildflower seeds they can plant at home.
- We will end the month with DIY Moon Lights, a simple paper mache craft that creates a globe you can light up with a battery operated candle.

That's all for now!

Sincerely,

Sophia Saccente

Report to Board

8 April 2026

I finished weeding the Quick Books, there are now fewer books and newer books. I also weeded the large print books to make room for new titles.

I attended the staff meeting on 20 March.

April is National Poetry Month so I've changed our main display area to books of poetry.

I have gotten the dusty book report from downtown to prepare to weed Fiction.

Respectfully submitted,

Kate Vreeland

Communications and Technology Library Assistant  
Report to the Ogden Farmers' Library Board of Trustees  
April 9th, 2026

Hello members of the Board! Below are a few major accomplishments from the last month that extend beyond my numerous and important "daily work" tasks list:

- Upon request of the editor of the Genesee Valley Penny Saver, I have submitted information about OFL for their upcoming, weekly column about local libraries. My submission includes: a brief history of OFL, a few details about John, a book recommendation, and library hours. GVPS will be highlighting one local library per issue in this column, though they haven't indicated when this column will begin, or within which issue my article will appear.

- Of note from my 1-On-1 Tech Tutoring Sessions this month, I provided major service to a patron by:

- o removing a dangerous, bulging battery
- o removing a faulty Windows installation
- o installing a fresh copy of Windows
- o completing a full factory reset on the device
- o completing post-reset account setup on the device

- I want to take this opportunity to highlight the importance of free community tech tutoring. I believe that free tech tutoring is one of the most impactful services the library provides and want to proactively advocate for its continued provision for years to come.

Free 1-on-1 tech tutoring, such as the tutoring I offer:

- o improves tech literacy, which is directly tied to quality of life in the digital age
- o provides knowledgeable assistance for important life tasks such as paying taxes online, accessing online health portals, etc.
- o improves online safety and scam awareness, which can help prevent immense loss of money or privacy
- o improves device lifespan, which delays replacement costs and limits tech waste
- o provides a private place to discuss basic computer skills like mouse or keyboard usage, topics which can be a source of embarrassment for some patrons
- o provides an affordable (FREE!) venue for patrons of any financial standing to gain computer skills (which are frequently vital for improving financial standing)

As usual, my daily work also includes:

- Creating digital advertisements for library services and programs.
- Continual upkeep of the Ogden Farmers' Library website.
- Updating signage as needed for use inside the library.
- Addressing technology issues as they arise.
- Providing tech tutoring for members of the public.
- Answering reference questions for members of the public.
- Serving as the staff liaison for the Friends of the library.
- Maintaining the free puzzle exchange.
- Booking monthly displayers for the library's front hall display case.

Board Report - April 2026

Bridget LaDuca – Genealogy and Local History Library Assistant

**Local History:**

The March Endcap Shelf featured books about Gardening to coincide with our March events, *Orchids and the 2026 Genesee Region Orchid Society Show and Sale* and *Pollinator Gardens with Color Westside Green*.

The March Local History Endcap shelf featured books Local Women’s History.

**Programming:**

**March Adult Take-&Make:** Wildflower kits (enough for 30 adults)

**3/10 – Pop-Up Book Discussion – The Vanishing Half by Brit Bennett:** This month’s book choice was inspired by the MCLS’s collaboration with The Rochester Speaker’s Series. On April 21, author Brit Bennett travels to Rochester for a discussion on her works of fiction. As a participating library we received free tickets to distribute to patrons who attended our book discussion. We will also receive a signed copy of *The Vanishing Half* and *the Mothers*. These copies can then be raffled off to patrons.

**3/13 - Celebrating Black History in Rochester with Matt Rogers:** Rogers returned to OFL for his third local history presentation. He focuses on lesser known figures in Rochester history.

**3/21 - Orchids and the 2026 Genesee Region Orchid Show and Sale:** David Weiss, past President of GROS, presented on orchids and how to identify and care for them. Patrons were encouraged to bring in orchids from home for discussion.

**3/23 - OFL Genealogy Club and Tracing your Irish Roots:** I created a power point presentation on Tracing Your Irish roots. I also created a hand-out on my favorite FREE websites for finding church and census records.

**3/30 – Pollinator Gardens with Color Westside Green:** Master Gardener Kate Fleury presented on how to encourage pollinators to your yard. Each patron received a bag of assorted seeds and hand-outs.

**Adult Programming:** On Friday, March 28 I attended the MCLS Day of Training for Adult Programmers at Pittsford Community Library.

**March Story Time themes:** Rainbows on 3/13, Spring on 3/21 and 3/24

**Adult Volunteers:** Our adult volunteers continue to help with dusting and program preparations. We are now utilizing our volunteers for Children’s program support. Duties include taking photos of the events, program set-up and clean-up, and help with crafts.

Additions in *italics*, removals in ~~strike through~~. Vote must take place next month, as per bylaws.

**OGDEN FARMERS' LIBRARY**  
**Board of Trustees**  
**BY-LAWS**  
**REVISED, ~~September 2023~~ April 2026**

**~~MISSION STATEMENT~~**

~~The Ogden Farmers' Library creates daily opportunities for lifelong learning by providing quality materials, services, and information-seeking tools. We intend the library to be a place for personal interactions that enrich the lives of patrons and reflect the values of the Ogden community.~~

***Our Mission***

*Ogden Farmers' Library exists as a free space for everyone to discover and develop ideas, information, and imagination. Every day we enrich the lives of our patrons with knowledge, literacy, learning, and enjoyment.*

***Our Vision***

*Ogden Farmers' Library inspires life-long learning, sharing, connection, and creativity. It is a cornerstone of our community's educational, cultural, social, and economic well-being.*

***Our Values***

*Ogden Farmers' Library and its staff and board value serving our neighbors by offering free access to information of all kinds while fostering a place where all are welcome.*

The Board of Trustees (hereinafter designated as the "Board") of the Ogden Farmers' Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents of the State of New York, dated March 31, 1910 shall be governed by the laws of New York State, the regulation of the commissioner of Education and by the following By-Laws.

**BY-LAWS**

- A. Name of Organization
  - a. The name of the organization shall be the Ogden Farmers' Library.
- B. Purpose
  - a. The purpose of the organization is to provide superior library service to the residents of the communities of the Town of Ogden and the Village of Spencerport.
- C. Fiscal
  - a. The fiscal year of the library shall be the calendar year.
- D. Board of Trustees
  - a. The library shall be governed by a Board of Trustees. The Board shall consist of 9 members, serving for terms of three years each. Board elections are held at the first

~~Board meeting of the year~~ *annual meeting*. The electors shall be the current members of the Board.

- b. Eligibility for office shall be limited to adults 18 or older residing within the Town of Ogden.
- c. Unexcused Absence from three consecutive meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Member in writing that they are no longer on the board. If dismissal is deferred by Board action, the President shall inform the absent Board Member in writing the conditions of this deferral.
- d. Any vacancy shall be filled by special election by the remaining members of the Board for the remainder of the term of that particular position. *If a quorum of Board Members is no longer available, the director will ask the Monroe County Library System and the State Library for next steps.*
- e. Each trustee shall have one vote, irrespective of office held.
- f. A Trustee must be present at a meeting to have their vote counted.
- g. All actions of the Board shall be of the Board as a unit. No Board Member shall act on behalf of the Board, in any manner, without prior approval of the Board. No Board member by virtue of their office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.
- h. The Trustees shall have the general management of the library and its property. They shall provide ways and means for its maintenance and endowment, suitable rooms, furniture, books and serials for its equipment and make rules for its convenient and free use by the public. They shall appoint and fix the salary of the competent librarian and of needed assistants and other employees. They shall make By-laws, appoint needed committees and have such other powers and duties as are prescribed for Trustees of public libraries by state law, and shall keep a record of all library meetings and of all official action of the Trustees. The Treasurer shall receive, hold and pay out the funds of the library under direction of the trustees and shall furnish such bonds as they require.
- i. No member of the Board of Trustees shall be an officer of the Friends of the Ogden Farmers' Library.

#### E. OFFICERS

- a. The officers of the Board shall be the President, Vice-President, Secretary, and Treasurer, elected annually by the Board at the Annual Meeting for the following year. These officers shall serve for a period of one year, or until resignation within their term, or until their successors shall have been duly elected.
- b. Should an officer resign before their term has expired, a replacement will be elected by the board at the next board meeting.
- c. The duties of such officers shall be as follows:
  - i. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
  - ii. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

- iii. The Secretary shall keep a true and accurate record of all meetings of the Board, shall *ensure* issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.
  - iv. The Treasurer shall be the disbursing officer of the Board and shall perform such duties as generally associated with that office. In the absence or inability of the Treasurer, their duties shall be performed by such other members of the Board as the Board may designate.
- d. An Audit shall be done annually and at any other time the Board desires it.

#### F. DIRECTOR

- a. The Board shall appoint a Director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the library under the direction and review of the Board. The director shall be responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; and for the operation of the library under the financial conditions contained in the annual budget.
- b. The Director shall render and submit to the Board reports and recommendations of such policies and procedures which, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all Board meetings but may be asked to leave by the board when the board enters executive session. The director will be asked to leave for any executive session where their performance is reviewed or their salary is discussed or decided.

#### G. COMMITTEES

- a. Committees for specific purposes may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.
- b. All committees shall make a progress report to the Board at each of its meetings.
- c. No committee will have other than advisory powers unless, by suitable action by the Board, it is granted specific power to act.
- d. The President shall be, ex officio, a member of all committees.

#### H. MEETINGS

- a. Meetings shall be held at least ~~10~~ 11 times a year barring exigent circumstances; the date and hour to be set by the board.
- b. A special Meeting of the Board may be called at any time by the President or upon the request of two members for a specific purpose. No business may be transacted at such special meetings except the stated business.
- c. The Annual Meeting shall be held in November of each year. The business transacted at this meeting shall include the election of new officers.
- d. The preliminary budget for the subsequent calendar year, required for submission to the Town of Ogden shall be presented at a regular meeting in August or September.
- e. The final budget for the subsequent calendar year shall be presented for approval at the regular meeting in November.
- f. ~~A simple majority of all the existing Board shall constitute a quorum for the conducting of all business.~~ *A majority of all existing board positions shall constitute a quorum for the conducting of all business.* If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week and the presiding Officer shall notify the absent members of this specially called meeting.

- g. The order of business for regular meetings shall include but not limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient.
  - i. Call to order
  - ii. Disposition of minutes of previous meeting and any intervening special meetings
  - iii. Communications
  - iv. Treasurer's report and action on warrants
  - v. Director's report
  - vi. Committee reports
  - vii. Unfinished business
  - viii. New business
  - ix. Period for public expression
  - x. Adjournment

#### I. AMENDMENTS

- a. Amendments to these By-Laws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten days prior to voting session. A simple majority of the Board shall be sufficient for adoption of an amendment.
- b. Any rule or resolution of the board, whether contained in these By-Laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

#### J. PROCEDURE

- a. All procedures not specified herein shall be in accord with Robert's Rules of Order, Revised.

#### K. INDEMNIFICATION

- a. Indemnification of Trustees: To the full extent authorized or permitted by law, other than by Certificate of Incorporation or bylaws, provision, resolution or agreement as provided in Section 2 below, the Library shall indemnify any person made, or threatened to be made, a party in any civil or criminal action or proceeding by reason of the fact that she or he or her or his testator or intestate is or was a trustee of the library, or serves or served in any capacity, any other corporation, partnership, joint venture, trust, employee benefit plan or other enterprise at the request of the Library. This provision shall be in addition to the Library's By-laws (including without limitation Section b below) or any agreement or resolution providing for indemnification and permitted by law as in Section b.
- b. Resolution and Agreements: To the full extent permitted by law and authorized or permitted by any provision of (i) the Library's Trustees, or (ii) a resolution of Trustees, or (iii) an agreement providing for such indemnification, the Library shall indemnify (including advancement of expenses) any person made or threatened to be made a party in any civil or criminal action or proceeding by reason of the fact that he or she or his or her testator or intestate is or was a Trustee of the Library or served, in any

capacity, any other corporation, partnership, joint venture, trust, employee benefit plan, or any other enterprise at the request of the Library. The Library is hereby authorized to enter into agreements regarding such indemnity and expenses.

Approved by The Ogden Farmers' Library Board of Trustees

~~September 2023~~ *April 2026*